

Matt:

1. I think there is a case for the establishment of a film production unit in O/TR. The arguments for our own production facility are well-founded on grounds of security, staff problems, consistency, and general over-all efficiency and effectiveness. However, such a conclusion, as you probably expected, I had to dig out of these papers. The supporting material, of course, needs considerable reworking and should at best appear only as appendices to a staff study. Supporting tabs, themselves, should consist primarily of such things as comparative costs of sufficient staff to do a teaching job without films (supposing, of course, that we could get the staff) versus the training costs using films we have produced ourselves; data on the growth, numerically, in your student load, both domestic and overseas, numerical growth in number of courses and instructional hours, and perhaps growth of space-load requirements, with a comparison between space needed using film training program and space needed for satisfactory classroom teaching programs; and certainly should be included a pretty solid film production schedule as touched on on page 5 of the chapter, "Examination of Films for CIA Consumption," rather than the indefinite approach used on page 3 of the same chapter.

2. A question which might be asked of this proposal is how much additional staff shortage will be created in TR(S) as a result of setting up the unit? What film competence do we have presently available and what would be involved in recruiting and clearing those we do not have? How many people do we have today who are competent, both in the intelligence field and in the film-production field?

3. I believe some recognition should be given to the possibility of production and use of films in such other fields of O/TR as supervisory training. I cannot help but feel that the quarterly Orientations Program might be given life, continuity, and constant refreshing through the use of appropriate films shown on a recurring basis to all Agency people.

4. You will note that I have jotted some comments in the margin of Rolfe's paper. I hope that, cryptic though they are, they make sense. I made them for my own use as I went along but will let them stand.

5. On the preparation of the staff study for presentation to PRC, I can only urge that careful attention be paid to the procedures which PRC has established for itself and for those who are making presentations to it. For what it may be worth, I have discovered that the writing of

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a staff study is practically automatic if the tabs supporting it are properly staffed out to begin with. Each tab should concern itself with an integral unit of the over-all problem, the sum of such tabs to be reflected in the discussion ~~and~~ the recommendations of the staff study itself.

5. At the risk of unnecessary repetition, I should say that certainly the DD/A and the PRC should be responsive to the proposed solution for the Training problem if it is properly presented. I learned the hard way here; clean, neat, brief, declarative statements are desired. Save the involved arguments for the tabs. If you go ahead with your project, I shall be happy to be of such assistance as I can in the preparation of the staff paper, at least insofar as structure and format are concerned.

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Att - Work Papers on Film
Production Program
SA/DD/A:RSW:jeb (19 Aug 52)

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